Transparency Code

Policy 58

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Issue Number	Date Agreed	Details of amendments
1	19/03/2024	Adopted

Contents

1. Introduction

Cuckfield Parish Council has an obligation to the public to be open and transparent about the information held.

The local government transparency code has been introduced to increase democratic accountability and make it easier for local people to contribute to the local decision-making process.

In line with the Department for Communities and Local Government, Local council transparency and accountability and Transparency code published 27th February 2015 this document sets out the minimum data that local authorities should be publishing the frequency it should be published and how it should be published.

2. Information which must be published

As set out in the Local Government Transparency Code 2015, Cuckfield Parish Council has a duty to publish the following information:

Information to be published quarterly (Part 2.1 of the Local Government Transparency Code 2015):
- expenditure exceeding £500 (see paragraphs 28 and 29)
- Government Procurement Card transactions (paragraph 30), and
- procurement information (see paragraphs 31 and 32).

The data and information referred to in this Part (2.1) must be:
- first published within a period of three months from the date on which the local authority last published that data under the Local Government Transparency Code 2014 and not later than one month after the quarter to which the data and information is applicable.
- published quarterly thereafter and on each occasion not later than one month after the quarter to which the data and information is applicable.

Expenditure exceeding £500
Local authorities must publish details of each individual item of expenditure that exceeds £500.
- individual invoices
- grant payments
- expense payments
- payments for goods and services
- grants
- grant in aid
- rent
- credit notes over £500
- transactions with other public bodies

The following information must be published:
- date the expenditure was incurred
- local authority department which incurred the expenditure
- beneficiary
- summary of the purpose of the expenditure
- amount

- Value Added Tax that cannot be recovered, and
- merchant category (eg. computers, software etc).

Procurement Information
Local authorities must publish details of every invitation to tender for contracts to provide goods and/or services with a value that exceeds £5,000.

   Please refer to the full code for further details.

Information to be published annually (Part 2.2 of the Local Government Transparency Code 2015):

Data covered by this section
- local authority land
- social housing assets
- grants to voluntary, community and social enterprise organisations
- organisation chart
- trade union facility time
- parking account
- parking spaces
- senior salaries constitution
- pay multiple
- fraud

With the exception of data relating to social housing assets, the data and information in this Part (2.2) must be:
- first published within a period of one year from the date on which the local authority last published that data under the Local Government Transparency Code 2014 and not later than one month after the year to which the data and information is applicable
- published annually thereafter and on each occasion not later than one month after the year to which the data and information is applicable.

Information to be published once only (Part 2.3 of the Local Government Transparency Code 2015):

Waste contracts
- Local authorities must publish details of their existing waste collection contracts.
- Local authorities must publish this information at the same time as they first publish quarterly procurement information

3. **Method of publication**

Part 2.4 of the Local Government Transparency Code 2015:

Public data should be published in a format and under a licence that allows open reuse, including for commercial and research activities, in order to maximise value to the public.

Please refer to the full code for further details.